

REQUEST FOR PROPOSALS

FLOORING REPLACEMENT

Community Center at the Fellowship House



Borough of Conshohocken | 400 Fayette Street, Suite 200 | Conshohocken, PA 19428
Ph: (610) 828-1092 | Fax: (610) 828-0920

Issue Date: March 18, 2019

Responses Due by: April 8, 2019

SECTION I: INTRODUCTION

The Borough of Conshohocken, located at 400 Fayette Street, Suite 200, Conshohocken, PA 19428, is seeking proposals from qualified and licensed contractors to provide services that include, but are not limited to, removal, purchasing, and installation of flooring at the Community Center at the Fellowship House located at 515 Harry Street, Conshohocken, PA 19428.

The Borough operates under a seven-member Council and Mayor form of government. The Borough Manager is the Chief Administrative Officer of the Borough. The Borough provides relatively extensive services to the community. These services include: police and fire protection; emergency medical aid; building safety regulations and inspection; street lighting; land use planning and zoning; housing and community development; maintenance and improvement of streets and related structures; traffic safety; and full range of recreational programs. Departments in the Borough consist of the following: Office of the Borough Manager, Department of Public Services (Public Works, Licenses & Inspections, Emergency Management & Fire Services), Department of Administrative Services, Engineering and Land Development, Communications and Special Events, Community Development and Zoning, Recreation Services and Police Department. The Borough's annual budget is approximately \$13 million.

SECTION II: SCOPE OF SERVICES

Any person or businesses interested in providing professional services to the Borough of Conshohocken must meet requirements as defined in the Pennsylvania Consolidated Statutes, Title 8, Boroughs and Incorporated Towns. Scope of Services sought may include but are not limited to the following at the Borough's Community Center:

1. Removal of existing flooring
2. Removal of knee walls
3. Provide square footage of each area, i.e., lobby, receptionist area, office area, common area
4. Replacement of knee wall in location determined by Borough and contractor
5. Re-wiring of existing electrical outlets
6. Replacement of flooring to include:
 - A. Luxury vinyl plank flooring in lobby, receptionist area, and office area
 - B. Carpet tile in common area
 - C. Rubber treading on steps leading to gymnasium
 - D. Rubber treading and/or carpet tile on ramp leading to gymnasium
 - E. Large area rug purchased with Conshohocken Borough logo for lobby floor

SECTION III: CONTENTS OF PROPOSAL

1. **Executive Summary:** Provide an Executive Summary of not more than two (2) pages detailing and substantiating why the contractor should be considered most qualified and be selected by the Borough to provide the services listed above.
2. **Contact Information:** Provide general information for the company including: name, address, office telephone number, office fax number, and email address of the principal individual contact responsible for the RFP response.

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3. **Overview:** Provide general information about the history of the company, overview of qualifications pertinent to this RFP and demonstration of comparable services for other municipalities in Pennsylvania and Montgomery County.
4. **Understanding of the Scope of work:** Provide an understanding of the scope of work as described herein. Include a description of the company's experience working with Pennsylvania municipalities and how that relates to the contractor's ability to satisfy the scope of work.
5. **Fees:** Provide a schedule of fees including a breakdown of the various locations mentioned herein, i.e. lobby, common area including materials, products, and specifications. *Note that the lowest price proposal will not necessarily be selected. Technical components will be weighed in addition to costs to ensure the Borough is procuring best value versus lowest price.*
6. **Project Timeline:** Provide an overall project timeline from start of work until completion.
7. **References:** Provide at least five (5) references of clients for which the business has provided services within the last five (5) years. Include contact names, titles, phone numbers and email addresses.

SECTION IV: TIMELINE AND SUBMISSION PROCEDURES

The Borough anticipates the following general timeline for this RFP. The anticipated schedule may be changed if it is in the Borough's best interest to do so.

RFP Advertised – March 18, 2019
Proposal Due Date – April 8, 2019
Administration Evaluation of Proposals
Proposer Interviews if selected (mandatory)
Council to consider authorizing award of bid – April 17, 2019
Contract Awarded – April 30, 2019

Copies of the request for proposals are available at Conshohocken Borough Hall located at 400 Fayette Street, Suite 200, Conshohocken, PA 19428, and the office hours are 8:30 AM to 4:30 PM Monday through Friday. The RFP is also available on the Borough website (www.conshohockenpa.gov).

Qualified applicants shall submit one (1) original copy of the proposal in a sealed envelope and one (1) electronic copy via email or flash drive to:

Borough of Conshohocken
Attn: Lauren Irizarry, Director of Recreation Services & Parks
515 Harry Street
Conshohocken, PA 19428
Email: lirizarry@conshohockenpa.gov

Proposals shall be stamped received no later than 4:00 PM on April 8, 2019

SECTION V: SELECTION PROCESS

Proposals submitted by the deadline and deemed complete will be evaluated by the Borough Administration. Any businesses submitting a proposal may be required to provide additional detailed information. Borough Administration will interview the most qualified contractor. The award of

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contract will be at the sole discretion of the Borough Administration. Proposals will be evaluated on a variety of factors including, but not limited to, the following:

- Relevant experience and business qualifications.
- Relevant experience and qualifications of key personnel.
- Satisfactorily completed similar services
- Cost

SECTION VI: ADDITIONAL REQUIREMENTS

Indemnification

The selected contractor shall defend, indemnify and hold harmless the Borough, its officers, agents and employees and all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the negligent acts or omissions perpetrated by employees of the firm.

Insurance

Provide a description of the contractor's insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services described herein and must include at a minimum, general liability insurance coverage and professional liability insurance coverage. Include insurance certificates summarizing such insurance coverage. Contractor must accept the provisions of the act of June 2, 1915 known as the Workers' Compensation Act and will file with the borough a certificate of insurance providing evidence of the coverage.

Bond

Contractor shall furnish to the Borough a payment bond for the protection of claimants supplying labor or materials to the prime contractor to whom the contract is awarded, at 100% of the contract amount, conditioned for the prompt payment of the materials furnished or labor supplied or performed in the prosecution of the contract under the act of December 20, 1967, known as the Public Works Contractor's Bond Law of 1967.

Right of Refusal

The Borough reserves the right to reject any and all proposals without qualifications. Proposals will be considered only in their entirety. The Borough reserves the right to add or deduct any specific requirements and associated costs from the selected proposal.

Questions

Questions may be addressed to:

Lauren Irizarry, Director of Recreation Services & Parks
Borough of Conshohocken
515 Harry Street
Conshohocken, PA 19428
lirizarry@conshohockenpa.gov

Note: Site visit prior to submitted proposal may be arranged by appointments only. Contact Lauren Irizarry, Director of Recreation Services, at 610-828-3266 or lirizarry@conshohockenpa.gov.